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Approved For Release 2002/08/28 : CIA-RDP84-00780R002100130027-8

DD/S
FILE

7 MAY 1968

MINUTES

DD/S STAFF MEETING

30 April 1968 - 1030 Hours


Bj



2. Nominations for Public Service Awards

Mr. Wattles said that copies of a memo pertaining to the nominations of candidates for public service awards in calendar year 1969 had been sent to each Office. The Agency will be invited to make nominations for these awards and we are trying to line up our nominees well in advance. Mr. Bannerman commented that each Office should take a careful look at their possible candidates and see if they have deserving personnel. Good write-ups are necessary and we should stay away from using the old cliché of: "The nominee is engaged in classified duties -- but we will be glad to brief your committee."

3. Nominations for Senior Schools

 issued a handout listing the various senior officer schools and the grade and age requirements. He noted that competition for the available slots at these schools is extremely keen and that carefully drawn recommendations are required on candidates. Nominations should be made to the Office of the DD/S by 24 May and to the Director of Training by 21 June. Only personnel who will make good representatives of the Agency should be nominated. Mr. Bannerman said that these schools offer a good broadening experience for our senior officers, and that good write-ups, based on thoughtful career plans, should be submitted. Office Heads should also prepare the individual before his appearance before the Training Selection Board. Mr. Coffey made the point that the nominees should also not feel that they are at the end of the road if they are not selected, as competition is extremely tough and a nominee may be renominated at a future date.

4. Vacations for Key Officials

Mr. Bannerman noted that the Chief of a component, or his Deputy, must be present at all times. There is no limit of two weeks or any other period on the length of vacations, but Office Heads should use a rule of reason in approving leave plans. An officer on TDY should usually not be permitted to tack annual leave on to his TDY, or to combine several weeks of leave with military leave, etc., as this keeps him out of touch with the office for too long a period. Office Heads and their Deputies should be scheduled to be in the office as soon as possible.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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5. Briefing Paper on the ^ΣIrvin Bill (S. 1035)

Office Heads will be furnished copies of the briefing paper for their strict control and information.

6. Security Violations

During the month of March 1968 there were 5 violations in the Support Directorate -- 2 in the Office of Training and 1 each in the Offices of Logistics, Personnel and Security. In March 1967 there were 4 violations.

25X1

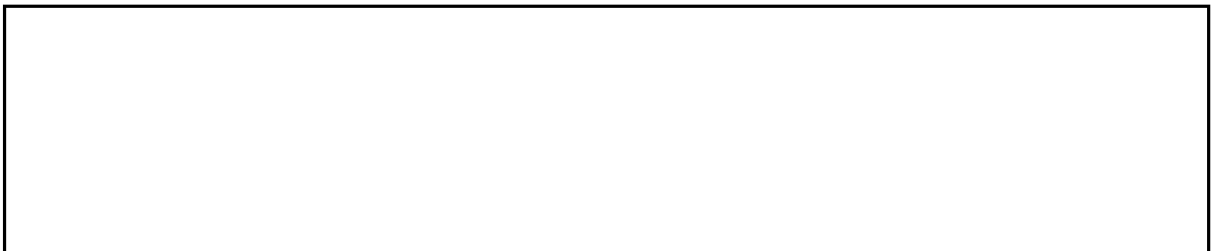


8. Studies Requested by the Bureau of the Budget

Mr. Bannerman said that a letter had been received from BOB listing certain programs that should be specifically reviewed and covered by the Agency in supplemental memos to BOB. In order to prepare these papers, we will need some good long-range planning in order to adequately cover the entire range of Agency interests in the specific programs. Mr. Bannerman will be making available further information on this letter in the immediate future.

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9. Around the Table



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25X1

c. Mr. Osborn:

Representative Machen visited [redacted] and was apparently quite satisfied with the visit.

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Has created a small group in his immediate office to keep up with the reams of material on riots, strikes, etc.

d. Dr. Tietjen:

Has been acquiring some new equipment for his clinical operations.

A preliminary review of 574 cases in the executive annual physical program indicates primary problems are diabetes, excess weight, tension, the effects of smoking, and general affects due to the ageing process. Out of this group of cases, however, it is worth noting that 226 new findings of sufficient importance to warrant tabulation and follow-up were made.

e. [redacted]

[redacted] has made a study of the uses of intelligence in counterintelligence situations, and this is being made available for use.

[redacted] made a presentation to the recent COS Seminar which was apparently very well received.

f. Mr. Meloon:

GSA has started the widening of the Route 123 entrance.

A letter has been sent to GSA asking for the use of youth opportunity people to clean out along our fences. Mr. Osborn commented that he is anxious that the fence along the Bureau of Public Roads property be cleared by early May. Mr. Bannerman suggested that contact be made with BPR and that we get this done as soon as possible.

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GSA is having extreme trouble in keeping its work force up to strength.

The rejuvenated parking committee meets this afternoon. Mr. Wattles said that he understood that a petition was being circulated by the employees in Rosslyn re the parking expense. Mr. Bannerman asked that the word be passed to knock this activity off as management is well aware of the problem and there are plenty of available channels to employees to bring up problems for the attention of management. Mr. Bannerman also asked [] sit in on the meeting of the parking committee and possibly represent the DD/P if this is acceptable to the DD/P.

g. []

[] has suffered a minor coronary and is in the Arlington Hospital.

10. The meeting adjourned at 1135.

[]
Special Assistant to the
Deputy Director for Support

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